




13 — 16 May 2019

vinexpobordeaux.com

VINEXPO BORDEAUX

FRENCH

REGULATIONS


THE WORLD OF WINE & SPIRITS



CONTENTS

1. CONDITIONS OF WORK, HEALTH AND SAFETY REGULATIONS	p4
1.1. REGULATIONS	p4
1.2. PGCSPS AND PPSPS	p4
2. SAFETY AND FIRE-FIGHTING MEASURES	p5
2.1. REGULATIONS	p5
2.2. EXHIBITORS' OBLIGATIONS - SAFETY OFFICER	p6
2.3. STATUTORY SAFETY MEASURES (EXTRACTS)	p6
2.4. ACCESS TO FIRE-FIGHTING EQUIPMENT AND FACILITIES	p7
2.5. STAND ENTRANCES AND EXITS	p7
2.6. ACCESS FOR THE DISABLED	p8
2.7. FRAMES OF STANDS.....	p8
2.8. PARTITIONS	p8
2.9. PARTITION COVERINGS	p8
2.10. FLOOR COVERINGS	p8
2.11. DOOR CURTAINS AND DRAPES	p8
2.12. PAINTS AND VARNISHES	p9
2.13. TRANSPARENT OR TRANSLUCENT ELEMENTS	p9
2.14. STAND CEILINGS	p9
2.15. STANDS WITH UPPER LEVELS – COVERED STANDS	p9
2.16. FURNITURE AND FITTINGS	p10
2.17. FLORAL DECORATIONS	p10
2.18. ELECTRICAL INSTALLATIONS	p10
2.19. SPECIAL DEVICES	p11
2.20. VARIOUS PROHIBITIONS	p12
2.21. STORAGE OF MATERIALS	p12



VINEXPO BORDEAUX 2019 will take place at the Bordeaux-Lac Exhibition Centre.

The documents, "ACCESS REQUIREMENTS" (document I), "**FRENCH REGULATIONS**" (document II), and "STAND LAYOUT AND INSTALLATION" (document III) are designed to remind Exhibitors, designers and contractors, who work inside these buildings, of the main principles governing their activities and specifically:

1 – The requirements regarding access, installation and dismantling (document I)

2 – The conditions of work, health and safety regulations (document II)

3 – The safety and fire-fighting measures (document II)

4 – The VINEXPO BORDEAUX rules (document III)

5 – The exhibition centre technical specifications (document III)

6 – The VINEXPO BORDEAUX stand design regulations (document III)

By signing the stand application form, Exhibitors agree to abide by all clauses contained in the Technical Manual and in the General Exhibition Regulations, and to ensure that these regulations are respected by stand designers and fitters.

Reception on site:

Vehicle access gate(s):

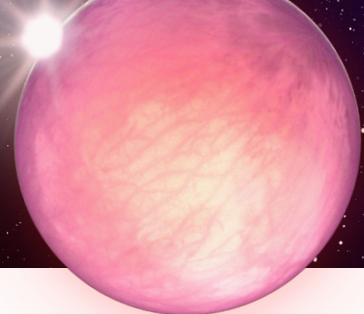
- from Wednesday 8th to Sunday 12th May 2019, from 07:00 to 21:00,
- from Monday 13th to Thursday 16th May 2019, from 07:30 to 19:30,
- from Friday 17th to Saturday 18th May 2019, from 07:00 to 21:00.

CEB (Congrès et Expositions de Bordeaux) Reception:

- from Wednesday 8th to Sunday 12th May 2019, from 08:00 to 20:00,
- from Monday 13th to Thursday 16th May 2019, from 08:00 to 18:00,
- from Friday 17th to Saturday 18th May 2019, from 08:00 to 20:00.

Exhibitors Reception:

- from Wednesday 8th to Saturday 18th May 2019, from 07:00 to 20:00.



1. CONDITIONS OF WORK, HEALTH AND SAFETY REGULATIONS

1.1. REGULATIONS

Exhibitors may install and fit out their stands with their own staff and/or may sub contract work to outside suppliers. Nevertheless, the Exhibitors are alone responsible toward VINEXPO.

Each Exhibitor or outside provider is responsible for the health and safety of persons working on his stand and must:

- Have the list of their employees by name (family name, first name, date and place of birth),
- Have taken out an insurance policy to cover the liabilities of company directors,
- Respect the health and safety rules contained in VINEXPO's general safety and health protection coordination plan ("PGCSPS" attached) and in the general safety and health protection coordination plan with regard to their stands, as well as the legislation.

French legislation and regulations concerning safety and health protection that are applicable to this exhibition
Decree no. 65-48 dated 8 January 1965 – modified on 1 September 2004 Health and safety of building workers (Book II).
Law dated 31 December 1991 Prevention of professional risks.
Decree no. 92-158 dated 20 February 1992 Health and safety rules applied to work carried out on premises by a sub-contractor.
Law no. 93.14.18 dated 31 December 1993 and decree no. 94-1159 enforcing it dated 26 December 1994 - Temporary and mobile building sites. - Coordinating safety and health protection during construction work.
French Labour Code: - decree dated 14 Nov 1988 on electricity... - decree dated 3 Sept 1992 on manual handling... - decree dated 9 June 1993 on lifting equipment...

If Exhibitors sub-contract work to several outside companies, they must consequently check that every provider is in compliance with the French Labour Code.

Whatever their nationality, non-French outside companies must fill in a "Déclaration préalable de détachement" (prior declaration of assignment) in French. Some foreign providers must also request temporary work permits for the employees they temporarily send on assignment to France.

All these documents, forms and texts may be obtained from:

DIRECTION DÉPARTEMENTALE DU TRAVAIL, DE L'EMPLOI ET DE LA FORMATION PROFESSIONNELLE
118 Cours du Maréchal Juin
33000 BORDEAUX – France
Site web : www.legifrance.gouv.fr

1.2. GENERAL SAFETY AND HEALTH PROTECTION COORDINATION PLAN (PGCSPS) & INDIVIDUAL SAFETY AND HEALTH PROTECTION PLAN (PPSPS)

>>> REMINDER

The aim of this safety and health protection coordination is to forestall any danger arising from the interaction of these activities, the equipment and facilities belonging to the various companies on the same work site, i.e., service providers but also sub-contractors employed by these companies (R.4511-6). The Exhibitor is therefore required to inform the managers of the external company of any serious danger (R.4511-6).

The Safety and Health Protection Coordinator commissioned by VINEXPO to cover the installation, exhibition and dismantling periods of VINEXPO exhibition is: **DÖT**



A General Safety and Health Protection Coordination Plan (PGCSPS) developed by VINEXPO's Safety and Health Protection Coordinator defines all the measures designed to cover the risks resulting from the interference between the activities of the different parties working at the exhibition. This document is permanently available for consultation online in the e-exhibitors guide (e-guide): https://vinexpo.site.calypso-event.net/en/exhibitor_eguide_homepage/regulations/access/french_regulations.htm on the French Regulations dedicated page or at the Technical Services Department of the exhibition.

Exhibitors' obligations:

Exhibitors are not involved in Safety and Health Protection Coordination if:

- They install their own stands themselves (including electricity, carpentry, carpets, etc.)
- They contract with one single outside provider (stand installer), who does the job using his own employees and no subcontractors.

However, in such cases the Exhibitor must give:

- The General Safety and Health Protection Coordination Plan (PGCSPS) for the VINEXPO exhibition to the outside contractor working on his stand during the installation and dismantling periods,
- The "Safety and Health Protection Coordination" form to SPS coordinator: DÖT.

Exhibitors are involved in Safety and Health Protection Coordination if:

- They contract with more than one outside provider to work on their stand (e.g. with a stand installer and the installer's subcontractors).
- They have a stand with an upper floor.

In such cases, Exhibitors have a General Safety and Health Protection Coordination Plan (PGCSPS) drawn up by their own Safety and Health Protection Coordinator, who collects the Individual Safety and Health Protection Plans (PPSPS) of the outside

providers (e.g. of the stand installer and his subcontractors). These documents are then sent to SPS coordinator: DÖT.

Every Exhibitor must ensure that his General Safety and Health Protection Coordination Plan (PGCSPS) complies with that of VINEXPO, especially with regard to the flow of people and products and collective protection equipment. The Exhibitor's General Safety and Health Protection Coordination Plan (PGCSPS) must be available for consultation on the stand.

According to Article L. 4531-3 of the French Labour Code, "the Safety and Health Protection Coordinator designated by an Exhibitor must contact the Safety and Health Protection Coordinator for the VINEXPO Exhibition for discussions before the installation / dismantling operations which he has been commissioned to cover begin".

The Exhibitor's General Safety and Health Protection Coordinator Plan (PGCSPS) and the stand coordinator's times of attendance on site must be sent to the Coordinator for the VINEXPO Exhibition one month before installation operations begin: **DÖT**

2. SAFETY AND FIRE-FIGHTING MEASURES

2.1. REGULATIONS

The exhibition Hall 1, and Hall 3 are public places and for this reason are subject to the application of:

- The French Code of Building and Housing (Art. R.123-1 to R.123-55),
- The general requirements of "Règlement de sécurité contre les risques d'incendie et de panique relatif aux E.R.P. (Safety regulations against fire hazards and panic in public places)", - the special requirements of the "Ruling dated 25th June 1980 (modified) applicable to establishments in the 1st group, 1st to 4th categories",

- The Type T establishments, “exhibition halls” (modified decree dated 18 November 1987),
- The ruling dated 5th February 2007 concerning meeting and conference rooms.

These texts can be obtained on request from the VINEXPO’s Safety Officer (see 2.2. “Exhibitors’ obligations - Safety Officer”) or from:

FRANCE-SELECTION

9 à 13, rue de la Nouvelle France
93303 AUBERVILLIERS Cedex
Site web : www.SiteSecurite.com

The Exhibitor, as well as the designers and contractors are required to design and equip the stand in compliance with the general and specific requirements described in the texts listed above.

The following paragraphs present the main safety precautions to be followed.

2.2. EXHIBITORS’ OBLIGATIONS - SAFETY OFFICER

Exhibitors, designers and fitters are required to do everything necessary so that erection and fitting of their stands is finished by Saturday May 11th 2019, 2017, for the visit of the Departmental Consultative Commission for Safety and Accessibility (CCDSA) which starts at 09.00 a.m. The safety rules specify that Exhibitors must be present on their stands during the CCDSA inspection. They must be in a position to produce certificates confirming fire proofing of materials used in building and fitting out their stands.

If Exhibitors fail to comply with safety standards, the CCDSA is empowered to forbid the opening of the stand to the general public. In such cases, request for connection to the power network and other utilities will be refused by VINEXPO.

In agreement with the local authorities, VINEXPO has appointed a safety officer responsible for helping exhibitors comply with safety regulations. He may be consulted for any additional information when the stand is being designed / erected.

CONGRES ET EXPOSITIONS DE BORDEAUX

Xavier NIOTOUT

B.P.55 – 33030 BORDEAUX CEDEX

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E-mail : securite@bordeaux-expo.com

In order to avoid the eventuality of stands being forbidden from opening, the VINEXPO Architecture Department’s Safety Officer will collect from Exhibitors all certificates confirming fire proofing of materials and the solidity and stability of installations carried out on their stands by them-selves or their contractors.

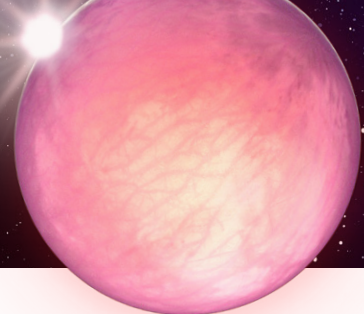
2.3. STATUTORY SAFETY MEASURES (EXTRACTS)

In the following text:

- M0 means «fire-proof»,
- M1 means «non-flammable»,
- M2 means «slightly flammable»,
- M3 means «moderately flammable»,
- M4 means «highly flammable».

These characteristics must be certified by a Test Certificate issued by a laboratory from one of the European Union members meeting the Euroclasses requirements and sent to the safety officer of Vinexpo before the first day of the stands installation.

The period of validity of the Test Certificate must not be 5 years former to the opening date of the exhibition. Since 1st January 2006, reports referring to “Euroclasses” are authorized. These classes are compared to “M” classes in the table below:



M CLASSES AND CORRESPONDING EUROCLASSES	
FLOOR COVERING	
Regulatory requirement	Minimum Euroclass accepted
Fireproof	A1 Fl
M0	A2 Fl s1
M3	A2 Fl s1/s2 B Fl s1/s2
M4	D Fl s1/s2

M CLASSES AND CORRESPONDING EUROCLASSES	
PRODUCTS OTHER THAN FLOOR PRODUCTS	
Regulatory requirement	Minimum Euroclasse accepted
Fireproof	A1
M0	A2 s1 d0
M1	A2 s1/s2/s3 d0/d1 B s1/s2/s3 d0/d1
M2	C s1/s2/s3 d0/d1
M3	D s1/s2/s3 d0/d1
M4 non-dripping	D s1/s2/s3 d0
M4	All other classes E d2 and F

Certificates and reports that refer to neither 'M' classes nor Euroclasses cannot be taken into consideration.

Coverings and materials that meet safety requirements are sold by specialist suppliers, who must provide the certificates that correspond to a material's classification. The list of these suppliers may be obtained from:

**GROUPEMENT TECHNIQUE FRANÇAIS
CONTRE L'INCENDIE**

10, rue du Débarcadère - 75852 PARIS CEDEX 17
Tél. : + 33 (0)1 40 55 13 13
Site web : www.gtfi.org

Exceptionally, if a material does not have a certificate fireproofing must be carried out by an approved contractor. The list of approved contractors can be obtained from:

**GROUPEMENT TECHNIQUE FRANÇAIS
CONTRE L'INCENDIE**

10, rue du Débarcadère - 75852 PARIS CEDEX 17
Tél. : + 33 (0)1 40 55 13 13
Site web : www.gtfi.org

2.4. ACCESS TO FIRE-FIGHTING EQUIPMENT AND FACILITIES

Stand fittings must not, in any way, prevent access to fire fighting equipment and facilities. Refer to explanations and diagrams in the paragraph "Access to fire-fighting equipment and facilities" in the section "Characteristics of the exhibition halls" from the document "Stand layout and installation" of the Technical Manual.

2.5. STAND ENTRANCES AND EXITS

In principle, exhibition stands are designed on a wide-open plan. Nevertheless, it does happen that Exhibitors prefer to ensure privacy in stands that are as closed as possible. In such cases, the stands must have direct exits into the aisles. Their number and dimension depend on the surface area:

- Stands of less than 20sq.m: 1 exit (0.90m wide),
- Stands from 20 to less than 100sq.m: 2 exits (0.90m plus 0.90m wide),
- Stands from 100 to less than 200sq.m: 2 exits (1.40m and 0.90m wide),



- Stands from 200 to 300sq.m: 2 exits (1.40m plus 1.40m wide).

Exits must be marked with a «SORTIE» sign in clearly visible white lettering against a green background.

2.6. ACCESS FOR THE DISABLED

The Prefecture of Aquitaine has granted exemption from the regulations concerning installations enabling access to disabled persons for exhibition stands built on platforms.

As follows:

- When the smallest dimension of a stand with a platform does not exceed 6m, a wheelchair ramp is necessary only if services and products are available exclusively inside the stand,
- When the smallest dimension of a stand exceeds 6m, a wheelchair ramp is compulsory except if access to the inside of the stand is impossible or not worthy of interest,
- When the stand surface is \geq 50sq.m., a wheelchair ramp is compulsory.

2.7. FRAMES OF STANDS

Frames of stands must be made of M0, M1 or M2 materials. 24mm wooden frames and larger are nonetheless accepted without any particular protection (whereas frames built with wood that is less than 24mm must be fire-proofed).

2.8. PARTITIONS

Partitions must be made of M0, M1 or M2 or M3 materials. Partitions made of solid hardwood (oak, beech) 15mm thick and partitions made of 18mm softwoods, ply-wood or chipboard are classified M3. Wooden partitions that do not fall into these categories must be fireproofed (on both sides or right through).

2.9. PARTITION COVERINGS

2.9.1. AUTHORISED PARTITION COVERINGS

- Coatings classed M0, M1 or M2 should preferably be used,
- Natural textile or plastic coverings may be stretch-fitted (stapled) if they are classed M0, M1 or M2,
- Curtains, wall hangings or fabric may be hung if they are classed M0, M1 or M2, (lower edges must be 0.20m above the floor),
- Various other coverings (fabrics or papers) that are moderately or highly flammable must be glued to a rigid support classed M0, M1 or M2, and must be very thin (approximately 1mm thick). This also applies to oilcloth type coverings.

2.9.2. FORBIDDEN PARTITION COVERINGS

- Carpeting, whether it is floating, stapled or glued,
- Panels or sheets of expanded plastic material that are not M2 (slightly flammable) or better (M1 or M0),
- Soft cellulose panels.

2.10. FLOOR COVERINGS

2.10.1. AS A GENERAL RULE

Floor coverings must be at least in the M4 category.

2.10.2. SPECIAL CASES

For staging, platforms, floors and steps over 20sq.m. in area and raised higher than 0.30m, the horizontal and vertical coverings must be classed at least M3. (Coverings on stairs and upper floors must therefore be in category M3 or better).

2.11. DOOR CURTAINS AND DRAPES

Door curtains and drapes :

- Are forbidden on stand entrance and exit doors,
- Are authorised on interior doorways, provided they are classed M0, M1 or M2, and that their lower edge is at least 0.20m above the floor.

2.12. PAINTS AND VARNISHES

Only water-based paints are allowed. All paints and varnishes considered to be flammable are forbidden. Oil based paints may however be used for counter-tops. White lettering against a green background used only for exit signs on stands must not be used elsewhere on banners or signs above stands.

2.13. TRANSPARENT OR TRANSLUCENT ELEMENTS

As a general rule, only safety glass (tempered or laminated) is to be used, highlighted by markings or self-adhesive stickers.

>>> PLEASE NOTE

Ordinary plastic panels which fail to meet these requirements can be authorized only for maximum areas of 1sq.m. (advertising signs and panels), and provided their edges are housed in a metal surround. PVC or polycarbonate panels, classified in the M1 or M2 category, should preferably be used.

2.14. STAND CEILINGS

The following are accepted as overhead covers:

- Honeycomb lattice-type structures made of M0, M1 or M2 materials, (no more than half of the ceiling should be filled in),
- Checker pattern openwork ceilings with elements made of M0, M1 or M2 materials (half the ceiling should be open),
- Vertical strips of thin M0, M1 or M2 materials with at least 20cm between them,
- Horizontal strips of M0, M1 or M2 materials, provided that they are not over 1m wide, and that they are separated by an open space equal to at least the width of the strips,
- Perforated panels of M0 or M1 materials, provided that the openings correspond to at least 50% of the panels,
- Wide-mesh fabrics, with limited resistance to the passage of water. Such fabrics must be classed at

least M0, M1 or M2.

2.15. STANDS WITH UPPER LEVELS COVERED STANDS

When justified by the requirements of a specific type of presentation, stands covered by a ceiling or solid awning may be authorized following prior request.

In order for stand plans to be submitted to the Safety Department, Exhibitors must send the following documents to the VINEXPO Architecture Department for approval, before **March 29th, 2019**:

- The original drawing of the proposed upper level,
- The corresponding engineering specification,
- Approval by the French building inspectorate regarding the stability and solidity of the stand.

In the event of refusal following inspection by VINEXPO's approved building inspectorate and/or the Departmental Consultative Commission for Safety and Accessibility (CCDSA), the upper floor must be dismantled before the exhibition opens to visitors. If it is not dismantled, the stand will be closed.

The planned upper level must observe the following rules:

- Only one single upper level is allowed,
- The surface area must be less than 300sq.m.,
- When the covered area of a stand is:
 - *Between 20 and 50sq.m., the Exhibitor must provide a 6kg water spray fire extinguisher preferably with additive,
 - *Above 50sq.m., the Exhibitor must install safety lighting supplied by a standard self-contained power source and ensure, during public open hours, the assistance of a safety officer provided with the necessary fire-fighting equipment,
- Support structures and the upper level floor must be able to resist a force of 250kg per sq.m. for stands under 50sq.m. and 350kg per sq.m. for the rest,



- The upper floor must stay open (not covered),
- Carpets for the upper floor and stairs must be classed at least M3,
- Upper floors must be provided with stairs at reasonable intervals, whose number and width depend on the surface area of the floor; i.e.:
 - *Less than 20sq.m.: one 0.90m wide staircase,
 - *From 20 to less than 50sq.m.: 2 staircases, one at least 0.90m wide, the other at least 0.60m wide diagonally opposite,
 - *From 50 to less than 100sq.m.: either 2 0.90m wide staircases, or 2 staircases, one 1.40m wide and the other 0.60m wide,
 - *From 100 to 200sq.m.: 2 staircases, one 1.40m wide, the other 0.90m wide,
 - *From 200 to 300 sq.m.: 2 staircases each 1.40m wide.

Stairs may only be considered as exits and passageways if their respective banisters are at least 5m apart.

Straight staircases must comply with the following specifications:

- Depth of steps (D): at least 28cm minimum
- Height of steps (H): 16cm maximum
- $2H + D$ must be greater than 60cm and less than 64cm
- Overlap of one step over another: 5cm.

For circular and spiral stairs, the depth of the steps is measured 60cm from the central newel post.

Railings must be at least 1m high; they must be designed and made in compliance with norm NF P 01 012 in terms of general principles and norm NF P 01 013 with regard to strength. Stair banisters must comply with the same requirements.

When the upper floor is being built, VINEXPO will have the work checked by the approved building inspection organisation, approved by Vinexpo. The

certificate issued will then be presented to the Departmental Consultative Commission for Safety and Accessibility when it visits the stand.

2.16. FURNITURE AND FITTINGS

Interior furniture and fittings (bars, showcases, platforms, podia, etc.) should not be easily knocked over or moved; they should not reduce the amount of room necessary for movement of visitors, nor the width of exits.

With the exception of normal office furniture, all fittings must be made of class M0, M1, M2 or M3 materials.

2.17. FLORAL DECORATIONS

Plastic plants and flowers are authorized if they are made of M2 class materials. If not, they are allowed in very limited quantities. Plants and flowers made of natural fibre fabrics are allowed, provided they are fire-proofed. Preferably use only natural flowers and green plants, planted in potting medium. Peat is not recommended.

2.18. ELECTRICAL INSTALLATIONS

2.18.1. FUSE BOX

Fuse boxes provided for Exhibitors must be installed out of the reach of the public throughout the exhibition but must be accessible to security staff at all times. It must neither be located behind a locked door nor under a sink, nor near water taps.

2.18.2. ELECTRICAL WIRING OF THE STAND

The electrical wiring of the stand is the Exhibitor's responsibility and is installed at the Exhibitor's expense. It must strictly comply with all legal requirements in their most recent up-dated versions.

2.18.3. SPECIAL POINTS

Exhibitors and contractors are reminded of the following:

- The protective sheath of flexible cables may be fixed to temporary fittings on stands. Such cables must be sized to withstand a voltage of at least 500V. However the use of "Scindex" type flexible cable without an outer protective sheath around both conductors is forbidden.
- The casing of electric sockets must be connected to circuits protected by circuit breakers with nominal ratings of at least 16A.
- Any high power appliance such as glass washers, dishwashers and heating apparatus, must be supplied by an individual circuit that is connected directly to the fuse box.
Such equipment must be earthed using a green and yellow coloured cable.
- The whole installation must be protected by a 30mA differential circuit breaker.
- All items must be earthed; all metal parts of the stand must be earthed as well as all electrical appliances with earth connectors.
- It is strictly forbidden to use the neutral conductor as an earth and vice-versa.
- Individual earth connections are prohibited.
- All cable joins using screw connectors must be enclosed in plastic junction boxes.
- Gable runs must be fitted with insulating caps at both ends.
- Only adaptors or multiplugs are permitted if connected to a fixed socket (moulded multi-socket units).

2.18.4. SAFETY AND INSPECTION OF INSTALLED EQUIPMENT

Exhibitors are solely liable for any accidental material damage or injury that may occur on their stand or result from any non compliance with regulations.

Exhibitors are also responsible for ensuring that their electrical installations are inspected by an approved body. The Safety Commission, the VINEXPO Safety Officer and the Bordeaux Exhibition Centre reserve the right to ask Exhibitors to supply the corresponding report.

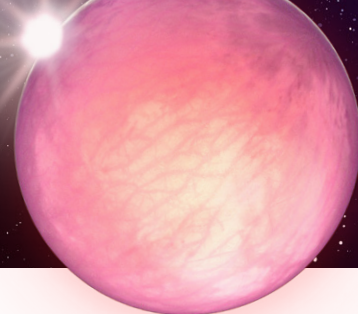
Failing this, the stand will be deprived of electricity with no possibility of appeal from the Exhibitor, until the situation has been resolved.

2.19. DISPOSITIFS PARTICULIERS

The use or installation of the following materials and equipment must be covered by a special prior declaration to be sent to the **safety officer before March 29th, 2019:**

- Discharge lamps,
- Compressed gases: oxygen, hydrogen, acetylene and other dangerous gas,
- Combustible liquid gases,
- Flammable liquids: fuel oil, petrol, etc.
- Radioactive products and X-rays,
- Lasers,
- Running machines and appliances.

After review of the declaration, the security officer will inform the Exhibitor concerned about the precautions to be taken for this presentation.



2.20. VARIOUS PROHIBITIONS

The following are strictly prohibited:

- Distribution of samples or products containing any flammable, toxic or incapacitating gas,
- Balloons inflated with a flammable, toxic or irritant gas,
- Items made of celluloid,
- Pyrotechnic or explosive articles or devices,
- Ethyl oxide, carbon sulphide, ether, acetone,
- Fire arms,
- Flashing lights or discharge lamps reminiscent of fire engines or rescue services,
- Fertilisers containing ammonium nitrate,
- Propane.

2.21. STORAGE OF MATERIALS

It is forbidden to encumber stand cubicles with packaging materials and miscellaneous goods that could feed a fire.